

**Department of Human Resources
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: 2014 Influenza Season	REFERENCE NUMBER: 2014-001
DATE ISSUED: 01/28/14	SUPERSEDES: 2009-037

This memorandum should be forwarded to:

**Personnel Officers
Employee Relations Officers
Transactions Supervisors**

FROM: Department of Human Resources
Labor Relations Division

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For prevention and management of illness in the workplace, the California Department of Human Resources (CalHR) recommends the following guidelines for departments to use for absences that may occur due to the influenza (flu) season.

Departments should manage employees the same way they would if they had other illnesses by encouraging them to stay home or go home if they show signs of flu symptoms.

Departments are reminded to review the provisions for leave usage, return to work, and medical verification in the appropriate collective bargaining agreements. The following types of leaves may be available for employees to use while off work due to illness.

- Sick Leave
- Vacation
- Annual Leave
- Furlough Hours
- Personnel Leave Program
- Compensating Time Off
- Voluntary Personal Leave Program
- Holiday Credits
- Catastrophic Leave
- Non-Industrial Disability Insurance
- State Disability Insurance
- Family Medical Leave Act
- California Family Rights Act

CalHR's [Leave Benefits](#) webpage provides guidance on the use of the above leaves.

Departments should review their catastrophic leave policy for employees that have no leave balances or have exhausted their leave balances.

In addition, to minimize the impact on operations, departments may consider the following options to assist employees who are off work due to their own illness or a family member's illness, but are still able to perform work duties:

- Telework Policy
- Alternate Work Week Policy
- Flextime (refer to collective bargaining agreements for represented employees)

Based on recommendations from the Department of Public Health and the Center for Disease Control and Prevention, CalHR recently released the following information regarding the flu illness and actions to prevent the spread of respiratory illnesses like the flu.

[CalHR flu prevention guidelines for state employees](#)
[CalHR Flu Season Guidance for State Employees](#)
[CalHR Flu Season Guidance for Supervisors and Managers](#)
[CalHR Flu Season Guidance for Personnel Offices and Employee Relations Officers](#)
[Department of Public Health - Flu Deaths Increase in California](#)
[Centers for Disease Control and Prevention – Seasonal Flu 2013-2014](#)

For questions related to this PML, state department personnel office designated liaisons should contact CalHR's Personnel Services Branch by emailing questions to psb@calhr.ca.gov or calling (916) 323-3343.

/s/Mary Sue Paul

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